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1 December 1986

MEMORANDUM FOR: ILSP Working Group Members

25X1 FROM: [redacted]
Chairman, ILSP Working Group

SUBJECT: ILSP Working Group Minutes - 26 November 1986

1. The ILSP Working Group was convened by
25X1 [redacted] ILSP Working Group Chairman, at 1100 hours on 26 November 1986 in Room 7D32 Headquarters. The following Directorate representatives were present:

25X1 [redacted]

DCI Representative

DO Representative

DI Representative

DA Representative

DA/OS Representative

DA/OL/FMD Representative

25X1 2. [redacted] opened the meeting by introducing himself as the new manager of the Integrated Logistics Support Program (ILSP). He further stated his intention to reinstitute the monthly meeting of the ILSP Working Group. The Working Group provides a forum where Directorate Representatives and ILSP Planners can discuss items of concern relating to the consolidation of Agency facilities in the Washington Metro Area.

25X1 3. The meeting continued with [redacted] describing some of the recent ILSP activities and reviewing the current ILSP planning schedule. Copies of the briefing charts are attached. All members are reminded that the planning schedules are not officially approved and are at this time planning documents only.

25X1 4. [redacted] informed the Working Group of the recent organizational changes within the Facilities Management Division (FMD). These changes were made in order to address

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the consolidation issues facing FMD in the next several years. Most significant was the formation of the Headquarters Consolidation Staff (HCS). The staff will address the many problems associated with the renovation, remodeling and backfill of the Original Headquarters Building (OHB). The Working Group was alerted that HCS will be contacting each directorate in the near future to confirm requirements for the OHB.

5. Two Action Items were generated from the meeting. The first was a request that each directorate representative provide a list of contacts for each office within their directorate. The ILSP team will use this information to set up meeting with each office. Secondly, each directorate representative was asked to review a move checklist developed by the ILSP team. The checklist is intended as a tool to determine roughly the size of each office relocation. Working from the checklist, the ILSP team and the offices will be able to identify problem areas and develop appropriate solutions.

6. The next meeting of the ILSP Working Group is scheduled for 1000 hours, Tuesday, 6 January 1987 in Room 3E14 Headquarters.

25X1

[redacted]

Chairman, ILSP Working Group

Attachments:
As stated

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ILSP WORKING GROUP

26 NOVEMBER 1986

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AGENDA

- INTRODUCTION OF NEW MEMBERS
- 3 PHASES OF ILSP
- RECENT ILSP ACTIVITIES
- SCHEDULE OF MOVES TO NHB
- SCHEDULE OF MOVES TO OHB
- FMD REORGANIZATION
- PARKING UPDATE
- PLANNED ACTIVITIES

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ILSP

BASELINE PHASE (APRIL 1986 - SEPTEMBER 1986)

- DOCUMENT EXISTING PROCEDURES
- IDENTIFY MAJOR ISSUES

PLANNING PHASE (OCTOBER 1986 - JUNE 1987)

- CONCENTRATE ON RESOLVING MAJOR ISSUES
- DEVELOP DETAILED PLANS AND PROCEDURES

IMPLEMENTATION PHASE (JULY 1987 - JUNE 1988)

- CONDUCT RELOCATIONS AND RENOVATIONS
- COORDINATE SERVICES AT NEW LOCATIONS

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ILSP RECENT ACTIVITIES

- OIA RELOCATION PLANNING
- OTS MOVE PLANNING
- ESTABLISHED THE HEADQUARTERS CONSOLIDATION STAFF
- EVALUATING DESIGNERS FOR THE CAFETERIA EXPANSION
- UPDATING MASTER SCHEDULE

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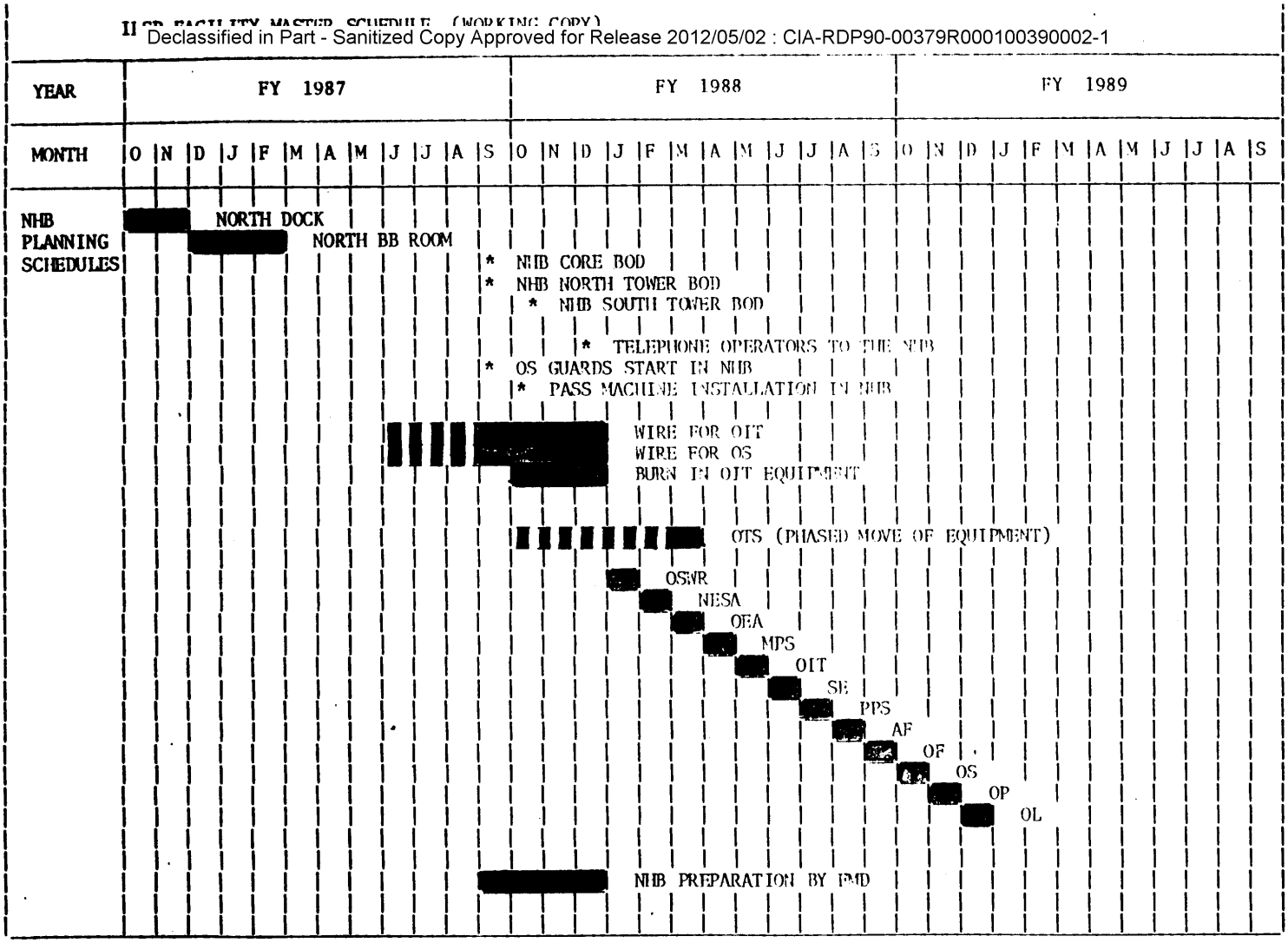

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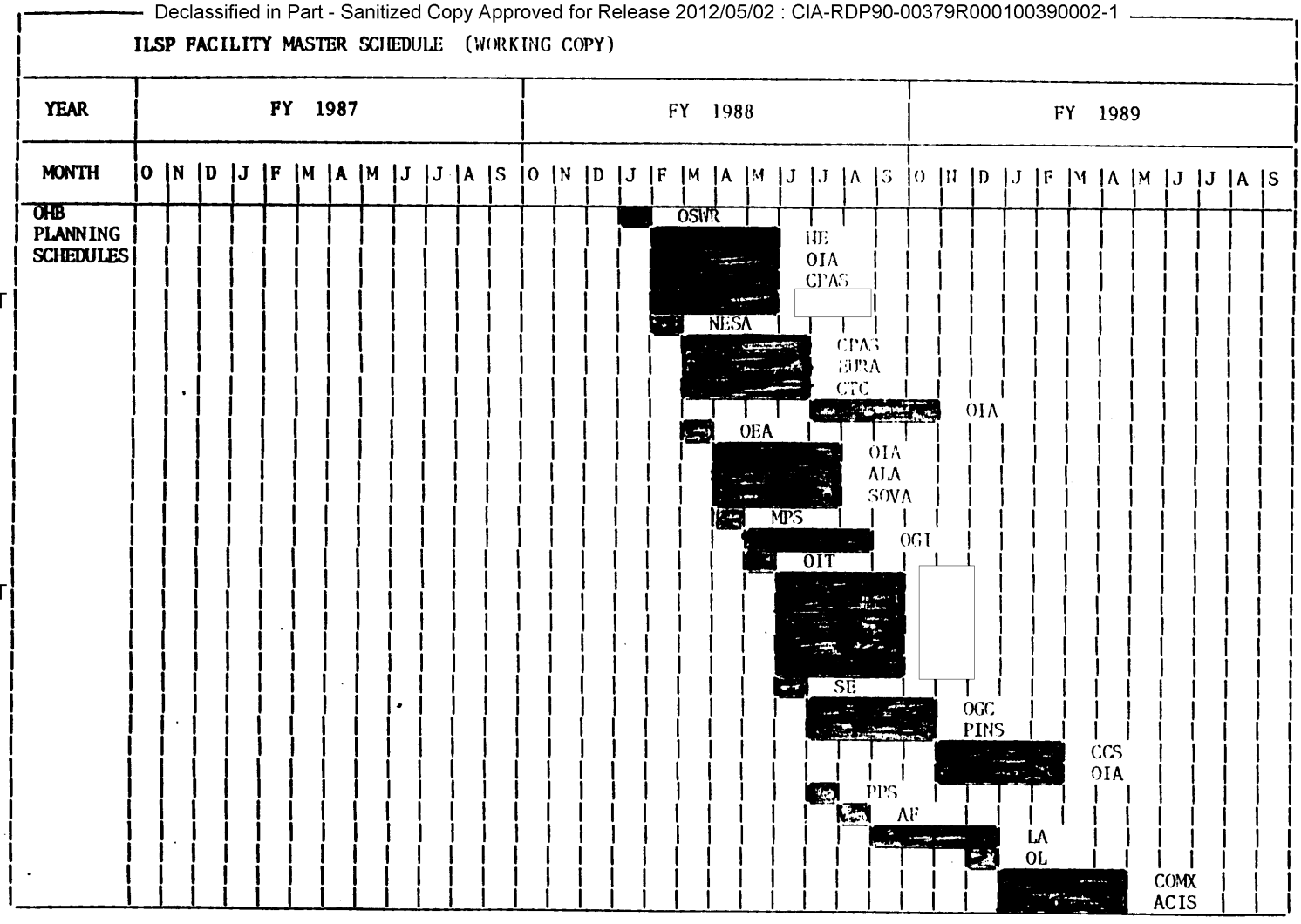

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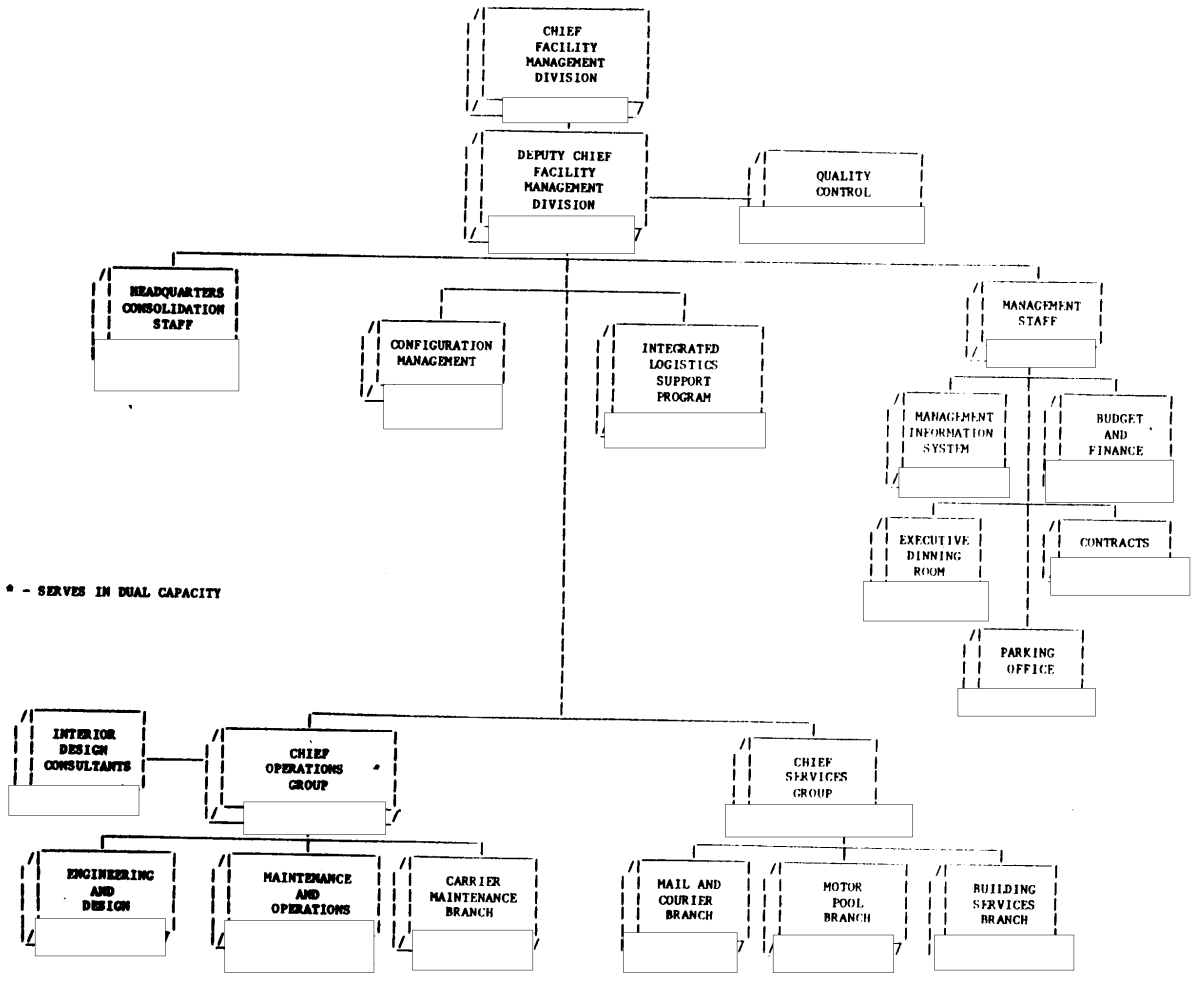
FACILITIES MANAGEMENT DIVISION FOR FY-1987 ORGANIZATIONAL CHART



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ILSP PARKING UPDATE

- **NORTH LOT** - AWAITING FINAL ASPHALT
  - WHEN COMPLETE WILL SIGNAL RETURN OF ALL ASSIGNABLE PARKING
- **LOOP ROAD** - AWAITING 2-3 DAYS OF GOOD PAVING WEATHER
- **WEST LOT** - MUST RETURN 200 SPACES TO FEDERAL HIGHWAY BY THE END OF THE YEAR
  - 600 SPACES GAINED AS A RESULT OF THE RECONFIGURATION OF PARKING LOTS WHEN THIS PROJECT IS COMPLETED IN DECEMBER
  - PROCESS OF VALIDATING PARKING REQUIREMENTS FOR EACH COMPONENT ABOUT TO BEGIN FOR REALLOCATION OF PERMITS IN 1987

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ILSP PLANNED ACTIVITIES

- MORE OFFICE VISITS
- RESOLVE FIT-UP ISSUES
- ANALYZE INCINERATOR PROPOSAL
- TIGHTEN MOVE SCHEDULE DATES
- NEXT ILSP WORKING GROUP MEETING 6 JANUARY 1987

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PRE - MOVE SURVEY

Organization: Directorate_____Office_____Div_____Br_____

Current Location: Building_____Flr_____Rm_____

How many people will be moved with your office (include contractors and part-time employees)?_____

How many of the people in your office will require handicapped parking spaces or special access parking?_____

How many large bags of classified trash does your office generate per day (rough estimate)?_____

How many on-call or special courier requests does your office generate per day?_____

How many Motor Pool cars are assigned to your office?_____

How many of these cars require official parking permits?_____

Provide rough estimates of the quantities of furniture to be moved:

Desks: Wood_____ Metal_____

L-units: Wood_____ Metal_____

Chairs: _____

Conservafiles: _____

Tables: Under 60" _____ Over 60" _____

Safes: 2 Drw_____ 4 Drw_____ 5 Drw_____ Other_____

Copiers: _____ Leased _____ Owned _____

Typewriters: _____

Paper Shredders: _____

Light tables: _____

Drafting tables _____

Flat map files _____

Please provide list of other types of furniture or special workstations that will need to be relocated.

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Provide quantities of ADP equipment to be relocated:

Wang CRT _____ Wang Printers _____

Wang Disk Drives _____ Wang CPU's_____

Delta Data Terminals _____ Printers _____

Personal Computers _____ Printers _____

Please list other terminals, printers or plotters that your office needs to have moved along with the office.

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